GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - Direct Recruitment – Syllabus and Scheme of examination of the Computer Proficiency Test (CPT) to be conducted by the Andhra Pradesh Public Service Commission (APPSC) or State Board of Technical Education & Training, AP or University recognised by the UGC or State Government - Approved - Orders - Issued.

GENERAL ADMINISTRATION (SER.B) DEPARTMENT

G.O.Ms.No.26. **Dated:24.02.2023.**

Read the following:-

1. Letter No GAD01-SERV/470/2021-SER-C-1, G.A.(Ser.B) Dept., dated:15.02.2022.
2. From the Secretary, APPSC, Vijayawada, Letter No.100/RN-II(S&S)/2022, dt:22/08/2022.

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ORDER:

The Government in various meetings with the Skills Development & Training Department, the Andhra Pradesh State Skill Development Corporation, the State Board of Technical Education & Training and Andhra Pradesh Public Service Commission have discussed and felt the need to re-design a framework to test the holistic computer knowledge required for Government Employees and have decided to adapt Computer Proficiency Test (CPT) prescribing the syllabus for the Direct Recruitment Posts other than Group-I Services to be conducted by the Andhra Pradesh Public Service Commission.

2. In the letter second read above, the Secretary, APPSC has stated that the Government have furnished the remarks of ITE&C Department on the proposal of the Commission for increasing the duration of Computer Proficiency Test (CPT) from thirty (30) minutes to one (1) hour and the marks from 50 to 100 to conduct the CPT examination and requested the Commission to re-examine the matter keeping in view of the remarks of ITE&C Department and asked for revised proposals. Subsequently, the issue was discussed in a meeting convened by the Government on 28-04-2022 at General Administration Department (G.A.D.) and suggested the State Board of Technical Education & Training (SBTE&T, A.P.) shall go through the remarks given by the ITE&C Department for final version of Scheme and Syllabus of CPT, as to submit to Government. Based on the minutes of the meeting, the A.P. State Board of Technical Education & Training has prepared the new Scheme and Syllabus of CPT for 200 marks with two papers and submitted to the Government. The Government has forwarded the same to the Commission. The Commission reviewed the syllabus and modified in tune with the guidelines of ITE&C Department and also proposed the new Scheme for 100 marks. The copy of the scheme and syllabus has been submitted to Government.

3. The Secretary, APPSC has, therefore, requested the Government to arrange to issue orders on revised Scheme for Computer Proficiency Test (CPT).

(P.T.O)

4. The Government after careful examination of the matter hereby approve the syllabus and scheme of examination for the Computer Proficiency Test (CPT) for the Direct Recruitment Posts other than Group-I Services, i.e. Group-II and Group-III etc services, to be conducted by the Andhra Pradesh Public Service Commission. The syllabus and scheme of examination of the Computer Proficiency Test (CPT) is enclosed as Annexure to this order. Government also direct that the Andhra Pradesh Public Service Commission or the State Board of Technical Education and Training, Andhra Pradesh or any State or Central University recognised by the University Grants Commission (UGC) or State Government will conduct Computer Proficiency Test (CPT) as per the syllabus and scheme of examination of the Computer Proficiency Test (CPT) now approved and issue Certificates to the candidates, those who have passed.

5. Accordingly, the following notification will be published in the Andhra Pradesh Gazette:

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following Adhoc Rule:-

ADHOC RULE

Notwithstanding anything contained in the Andhra Pradesh State and Subordinate Service Rules,1996 or in the Special or Adhoc Rules for any State and Subordinate Service, no person shall be eligible for appointment to any Service in the State Government by Direct Recruitment to Group-II and Group-III etc services, unless he/she holds a pass Certificate of Computer Proficiency Test conducted by the Andhra Pradesh Public Service Commission or the State Board of Technical Education and Training, Andhra Pradesh or any State or Central University recognized by the University Grants Commission (UGC) or State Government.

Provided that nothing in this rule shall apply for direct recruitment to Group-I Services.

6. This order is available in online and can be accessed at http://apegazette.cgg.gov.in

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

DR. POLA BHASKAR
SECRETARY TO GOVERNMENT (SERVICES & HRM)(FAC)

To
The Commissioner of Printing, Stationery & Stores Purchase, Vijayawada (with a request to publish in AP Gazette and to furnish 100 copies)
All Departments of Secretariat.
All the Head of the Departments.
All District Collectors.
All District Judges.
The Registrar, High Court of A.P.

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The Secretary, A.P. Public Service Commission, Vijayawada.
The Finance Department.
The Skills Development and Training Department.
The Law Department.
The Secretary, State Board of Technical Education & Training, AP.
The MD & CEO, Andhra Pradesh State Skill Development Corporation.
The Law (C) Department.
Sc/Sf.

//FORWARDED::BY ORDER//

SECTION OFFICER

(Continued Annexure)

Annexure to G.O.Ms.No.26, G.A. (Ser.B) Dept, Dated:24.02.2023

Syllabus for Computer Proficiency Test

Scheme of the examination (Practical Type)					
Test	Duration (Minutes)	Maximum Marks	Minimum Qualifying Marks		
			SC/ST/PH	B.C's	O.C's
Proficiency in Office Automation with usage of Computers and Associated Software	60	100	30	35	40

PART-A

1. INTRODUCTION TO COMPUTERS: Introduction to Computers - Components and their classification - Peripheral devices and their purpose. Input Devices - Keyboard, Mouse, Scanner, Lighten, Touch screens, Joystick, Micro phone, Scanner, Digital camera, Bar code reader, Biometric sensor Output Devices: Display devices, Printers, Monitor, Speaker, Plotter, Secondary Storage Devices - Feature-Driven Development (FDD), Magnetic tape, Universal Serial Bus (USB), Pen Drives, Disks - The Role of input Processing / output processing devices – Computing Concepts - Data - Information - Random-access memory (RAM) - Read-only memory (ROM) - Control Unit - Memory Unit - arithmetic-logic unit (ALU).

2. COMPUTER SOFTWARE TYPES: System Software, Application Software, Embedded software, Proprietary Software, Open source software (their purpose and characteristics only).

3. OPERATING SYSTEM: Purpose of operating system, Single User and Multi User Operating Systems with Examples.

4.WINDOWS OPERATING SYSTEM: Interfacing Graphical user interface (GUI), Differences between Criminal Interdiction Unit (CUI) and Graphical user interface (GUI) - working With Files and Folders - More About Files - Running An Application Through The File Manager - Running an Application Through The Program Manager - Setting up of Printer, Webcam, Scanner and other peripheral devices.

5. LINUX/MAC OS (only basic concepts): Introduction to Linux - Features and advantages of Linux, File handling commands, directory handling commands - User Management - File permissions Media Access Control Address (MAC) OS - Introduction - Advantages of Media Access Control Address (MAC) OS . Basics commands

6. INTERNET CONCEPTS (only basic concepts): Minimum Hardware and Software Requirements for a system to use internet, Communication Protocols and Facilities - Various browsers - What is Internet Protocol (IP) Address - Steps required in connecting system to network - Uploading and Downloading Files from Internet

(P.T.O)

7. ELECTRONIC MAIL (only basic concepts): Sending and receiving mails, Basic E- Mail Functions, Using your word processor for E-mail, Finding E-Mail Address, Mailing Lists and lists Servers.

8. WORLD WIDE WEB (only basic concepts): WWW advantages of the Web - how to navigate with the Web - Web Searching.

PART – B

1. OFFICE SUITE: MSOFFICE or any open source office like Libre Office /Apache Open Office Neo office for Windows/Linux/ Media Access Control Address (MAC) OS.

2. GETTING STARTED WITH OFFICE: Introduction to Office Software- Starting and Exiting the Office Applications - Introducing the Office Shortcut Bar - Customizing Office Shortcut Bar.

3. FILE OPERATIONS IN THE OFFICE: Common Office Tools and Techniques - Opening An Application - Creating Files - Entering And Editing Text - Saving Files - Opening Files - Closing a File - Exiting The Application - Managing Your files With The Office Applications.

4. TOOLS IN THE OFFICE APPLICATIONS: Key Combinations - Cut, Copy and Paste - Drag And Drop Editing - Menu Bars And Toolbars - Undo and - Redo - Spell Checking - Auto Correct - Find and Replace - Help And The Office Assistants - Templates and Wizards.

5. WORD PROCESSING (MSWORD or its equivalent in Libre office /Apache Open Office / Neo office for Windows/s/Linux/Mac OS): Starting Word

- Title Bar - Menu Bar - Format Bar - Standard Bar - Ruler –Workspace Area - Scroll Bar - Status Bar - Different Toolbars - Option a Menu Bar - Creating New Document When Word is Running - Opening Pre-existing Documents When Word is Running - Designing Your Document - Typing Text - Selection text - Deleting Text - Formatting text and document copying and moving - Saving Document - Page Setup -Properties of a document - Undo-Redo – Cut - Copy a Document - Pasting a Document - Print Preview - Printing - Select All - Find - Replace - Go To - Four Different View Of A Document - Normal, Web Layout, Print Layout, and Outline Layout- Document Map – Full Screen - Zoom - Objects – Page Break - Header and Footer - Page Number - Auto Format - Auto Text - Inserting Date And Time - Working With Header, Footers-footnotes-Fields- Symbols - Caption Cross Reference – index – Tabs – Table and Sorting - Working With Graphics - Inserting Pictures – Modifying Pictures - Word Art -Inserting Chart – Inserting Files – Hyper Linking - Bookmark – Using Different Fonts - Paragraph – Bullets Borders and Shading-Columns-Drop Cap-Theme-Change Case Background- Frames-Style-Spelling And Grammar-Set Language - Word Count – Auto Summarize - Auto Correct - Merge Document - Protect Document - Envelopes And Labels - Templates, Wizards And Sample Documents - drawing Tables - Merge Cell - Spilt Cells - Spilt Table - Table Auto Format - Auto Fit - Sort - Formula - Arrange All- Split- Micro Soft Word Help - Macros - Custom Toolbars - Keyboard Shortcuts - Menus - Mail Merge.

Continued

6. SPREAD SHEET (MS Excel or its equivalent in Libre Office /Apache Open Office / Neo office for Windows/s/Linux/Maa OS):

Features Of Excel - Excel worksheet - Selecting Cell - Navigating With The Mouse And Keyboard - Entering And Editing Text - Text Boxes - Text Notes - Checking Spelling - Undoing And Repeating Action - Entering And Editing Formulas - Referencing Cells - Order Of Evolution in Formulas - Copying Entries And Equations To Minimize Typing - More Auto Fill Examples - Creating Custom Fill Lists Protecting And Un Protecting Documents And Cell - Creating A New Worksheet - Excel Formatting Tips And Techniques - Moving cell - Copying Cells - Sorting Cell Data - Insertion Cells Inserting As You Paste - Deleting Parts Of Worksheet - Clearing Parts Of A Worksheet - Excel Page Setup - Changing Column Width And Row Heights - Auto Format - Manual Formatting - Using style - Format Code Alter A Number's Appearance - Format Painter Speeds-Up Format Copying - Changing Font Size And Attributes - Adjusting Alignments - Cantering Text Across Column - Using Border Buttons And Commands - Changing Color And Shading - Inserting And Removing Page Breaks - Hiding Rows And Columns - Rearranging Worksheet – Entering Formula - Excel Functions - Inserting Rows And Columns - Saving A Worksheet - Printing A Worksheet - Printing Tips For Large Excel Project - Parts Of A Function - Functions Requiring Add-ins - Function Wizard - Example Of Functions By Category - Organizing Your Data - Excel's Chart Features - Chart Parts And Terminology - Instant charts with The chart wizard - Creating Chart On Separating Worksheets – Resizing And Moving Charts - Adding Chart Notes And Arrows - Editing Charts - Rotating 3-D Charts - Printing Charts - Deleting Charts Setting The Default Chart Type - Creating Trend Lines Data Map - Working With Graphics in Excel - Creating And Pacing Graphic objects - Resizing Graphs - Possible Sources Of Excel Graphics - Creating and Running Macro - Sorting Excel Data - Adding Subtotals To Databases - Customizing Excel - Customizing Workspace - Comma Separated Value (CSV) File format - Using Worksheet As Databases.

7. PRESENTATION SOFTWARE (MS Power Point or its equivalent in Libre Office/Apache Open office/Neo office for Windows/s/Linux/Mac Os):

Introduction - Starting Presentation Software - Views in Presentation Software – Slides - Terminology - Color Schemes - Formatting Slides -Creating a Presentation - Using the Auto Content Wizard - Masters- - Using a Template - Creating a Blank Presentation - Working with Text in Power Point - Adding Slides Editing And Working Text - Working in Outlaying view - Spell checking - Finding And Replacing Text - Formatting Text - Aligning Text - Developing Your Presentation - Importing images From The Outside World - The Clipart Gallery - Drawing in Presentation software- Bringing A Presentation to Life - Inserting Objects in Your Presentation - Inserting A Picture - Working With Graphics - Multimedia in Power Point - Animating The Objects, Pictures, Graphics, - Enhancements to the Slide Show Showing Slides Out Of Order Printing Presentation Elements - Finalizing The Presentation - Assigning Transitions And Timings - Setting The Master Slide - Setting Up The Slide Show - Running The Slide Show.

(P.T.O)

Assessment Pattern:

Part-A: Test may be designed to assess the candidate by means of MCQs. **(20% of Total Marks)**

Part-B: A computer based assessment test where they need to:

1. Prepare a model document and organize the same in a formatted manner. This should cover evaluating the typing speed, organizing the document and covering several other aspects such as inserting tables, inserting Images/WordArt, mail merge, etc...).

2. Evaluating typing speed **(25% of Total Marks)**

(This may be made mandatory for qualifying based on the norms existing)

3. Organizing and inserting different objects **(15% of Total Marks)**

4. Prepare an Excel Sheet to fill with data and format the sheet, merging/splitting cells, formulae for calculation in the cells, conditional formatting, preparation of different graphs based on the data. **(20% of Total Marks)**

5. Prepared a Power Point presentation using the standard layouts available and filling different slides with content (Formatted text, images, tables, transition effects, animation etc.,) **(20% of Total Marks)**

DR. POLA BHASKAR
SECRETARY TO GOVERNMENT (SERVICES & HRM)(FAC)

SECTION OFFICER